

Staff

Archives

# BULLETIN

California State Polytechnic College

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## GOVERNOR REAGAN ACCEPTS INVITATION TO DELIVER INAUGURATION ADDRESS

California Governor Ronald Reagan has accepted an invitation to be the main speaker at the inauguration of Cal Poly President Robert E. Kennedy, April 3, 1968, according to an announcement received from the committee making arrangements for that occasion. The committee's statement said the appearance of Governor Reagan, Chancellor of the California State Colleges Glenn S. Dumke, and other dignitaries is expected to focus wide attention on the college. Other details regarding the program are expected to be announced soon.

## INTERIM FINANCING FOR COLLEGE UNION APPROVED

The California State Colleges Board of Trustees at its November meeting last week approved issuance of \$3.0 million in revenue bond anticipation notes as an interim financing arrangement for construction of the College Union Building. The bonds will be sold this month and will provide funds for construction which should begin in early spring, according to President Robert E. Kennedy.

When the construction is 80 per cent complete, a loan agreement between the college and the federal government will become operative and will provide, among other things, for the issuance and public sale of bonds in the amount of \$3.0 million, Dr. Kennedy added.

The trustees also approved a request by President Kennedy that this new building be named the Julian A. McPhee College Union. Student body President Rush Hill had, on November 21, presented to the campus Student Affairs Council a similar request which was unanimously approved and recommended to the college president.

In other action, the trustees unanimously adopted a resolution of condolence which will be sent to the family of the recently deceased president emeritus of Cal Poly, Julian A. McPhee.

## THREE NEW MASTERS DEGREE PROGRAMS AUTHORIZED FOR 1968-69

Authorization for inclusion of three new masters degrees in the college's 1968-69 catalog has been received from the office of Chancellor of the California State Colleges Glenn S. Dumke. To be offered by the respective departments of the School of Applied Arts, the new degree programs will lead to the Master of Science Degree in Physical Education, the Master of Science Degree in Home Economics, and the Master of Arts Degree in English. First students are expected to enroll in each of the programs when the Fall Quarter begins next September.



# FACULTY GRIEVANCE COMMITTEE APPOINTMENTS ANNOUNCED

Faculty-Staff Council Chairman Corwin M. Johnson has announced the appointment of the following members to the Faculty Grievance Committee for the terms indicated:

Arnold M. Dean	School of Agriculture	1 year
Leo Sankoff	School of Agriculture	2 years
Russell Nelson	School of Agriculture	3 years
William W. Armentrout	School of Applied Arts	1 year
Evelyn K. DeVoros	School of Applied Arts	2 years
Ellen T. Stookey	School of Applied Arts	3 years
Lester W. Gustafson	School of Engineering	1 year
J. O. Richardson	School of Engineering	2 years
Hans L. Mager	School of Engineering	3 years
Vance D. Lewis	School of Applied Sciences	1 year
John H. Applegarth	School of Applied Sciences	2 years
A. L. Houk	School of Applied Sciences	3 years

Establishment of the Faculty Grievance Committee is provided for in the recently-adopted Faculty Grievance Procedures, promulgated in Administrative Bulletin 67-9 by President Robert E. Kennedy after initiation and recommendation by the Faculty-Staff Council. In accordance with AB 67-9, the above-named committee members form a panel from which subcommittees of five members are selected by the committee chairman to ". . . hear and review when brought before it, according to the procedures designated, by academic employees, grievance concerning tenure, promotion working conditions, layoff and reemployment, dismissal, suspensions, or demotion."

Leo Sankoff has been elected committee chairman for the 1967-68 academic year.

# REQUEST FOR INFORMATION ON LEARNED SOCIETIES AND PROFESSIONAL ORGANIZATIONS

A second request is being made for the names of learned societies and professional organizations to which faculty and staff members belong. The information is needed to assist with issuance of invitations by the Inauguration Committee, which desires to invite to the inauguration of President Robert E. Kennedy representatives of all groups which are represented on campus. Those who have not already done so are invited to send this information to Committee Chairman Roy E. Anderson of the Business Administration Department by December 15.

# INCREASES IN RATES FOR BASIC HEALTH INSURANCE PLANS SLATED NEXT MONTH

New rates for all basic health insurance plans now in effect for employees of Cal Poly have been announced by the campus Personnel Office. The new monthly premiums which become effective January 1, 1968, are listed below. In each case, employees who have been in state service a minimum of six months subtract \$6.00 as the state's contribution for their insurance. The new rates are:

<u>Plans</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Employee + 2 or more</u>
CSEA-SERS-CWO	\$11.83	\$21.72	\$26.38
ACSCP	10.89	20.15	24.51
CSEA-SERS-BC-BS	17.26	30.76	35.84



### STATE COLLEGE TRUSTEES' RESOLUTION DEALING WITH VIOLENCE ON CAMPUSES

The following resolution setting policy on matters of violence and threats of violence at the California State Colleges was adopted by the Board of Trustees of the college system November 30:

- "1. The Board unqualifiedly condemns violence or the threats of violence against persons or property, or any acts of coercion which result in the interruption or are designed to interrupt the educational process or lawful operations of any State College.
- "2. Vigorous enforcement of campus rules on student conduct is essential to preserve the campus as a place of freedom in which the rights of individual students are recognized and protected.
- "3. Students have the right on campus to meet with representatives of the government of the United States, and of other public agencies and of any or all private industry on a non-discriminatory basis for interviews in connection with planning their future public or private service or employment. These rights shall be protected.
- "4. The Board of Trustees is sensitive to the rights of the students to debate current issues, to protest policy and to dissent. These rights, in accordance with pertinent college rules as to time, place and manner, must also be protected. But the right to dissent affords no excuse to disrupt college operations or to interfere with the rights of fellow students.
- "5. It is expected that the leadership of the president, the judgment of the faculty and the good sense of the students will maintain the college campus as a place of order in balance with freedom. In any event, the Board recognizes that it is desirable for a college, as far as possible, to provide for its own internal security. The Board therefore authorizes the Chancellor to take all feasible action to make available or to procure additional funds for such purpose and to provide funds for additional assistance, where necessary, to the respective deans of students. If internal measures and security are insufficient to safeguard the campus and the orderly process of education, the college administrators are authorized and expected to call in outside community law enforcement officers."

### OVERSEAS TRAVEL GROUP LEADERS BEING RECRUITED

The Experiment in International Living is currently accepting applications from qualified individuals who are interested in leading college-age experiment groups of 8 to 10 persons on 8-week overseas tours as part of its Summer Programs. Leaders should be American-born and educated, between 25 and 45 years of age and experienced in living abroad, in teaching or in group work, or in simple living and camping.

Leaders to French, German, Spanish, and Italian-speaking areas should be fluent in those languages. Persons who may have language capability in Hebrew, Japanese, Polish, Portuguese or Serbo-Croatian are also needed. All expenses are paid in addition to an honorarium.

Further information and application blanks for the leaders' positions are available in the Office of the Foreign Student Activities Advisor located in the Temporary College Union Building.



COMING EVENTS -- COMING EVENTS -- COMING EVENTS

Books at High Noon -- Tuesday, December 5, 12:00 noon, Staff Dining Room. "A Choral Reading," presented by oral reading students of English and Speech Department under direction of James R. Emmel. Public invited.

Coffee Hour for Duke Hill -- Wednesday, December 6, 2:00-4:00 p.m., Staff Dining Room. Coffee hour for Duke Hill, who will retire soon after having been manager of El Corral Bookstore for 11 years. Faculty and staff invited.

Cal Poly Staff Club -- Thursday, December 7, 12:00 noon, Staff Dining Room. Glenn Rich and Mrs. Mary Blaine of the campus Foreign Student Office will discuss "Foreign Student Program at Cal Poly." Faculty and staff invited.

Computer Concepts Seminar -- Thursday, December 7, 1:00 to 5:00 p.m. and 6:00 to 9:00 p.m., Room E-27, Science Building. Beginning seminar for faculty and staff not familiar with data processing and computer programming. Advance arrangements necessary.

AAUP Panel Discussion -- Thursday, December 7, 7:30 p.m., Theater. President Robert E. Kennedy and representatives of the faculty, students, and Trustees of the California State Colleges will participate in discussion on "Government of Colleges and Universities." Faculty and staff invited.

All-Campus Caroling Party -- Friday, December 8, 7:30 p.m., Crandall Gymnasium. All-Campus Caroling Party sponsored by Music Club. Faculty, staff, and students and their families invited.

Varsity Basketball -- Friday, December 8, 8:00 p.m., Men's Gymnasium. Varsity basketball team under Coach Stuart Chestnut opens its 1967-68 home schedule against San Francisco State College. Tickets \$1.50 for adults, \$.50 for students and children.

Varsity Basketball -- Saturday, December 9, 8:00 p.m., Men's Gymnasium. Cal Poly vs. College of Southern Utah. Tickets \$1.50 for adults, \$.50 for students and children.

Faculty-Staff Council -- Tuesday, December 12, 3:00 p.m. Staff Dining Room. Meeting of campus Faculty-Staff Council. Faculty and staff invited.

OVERSEAS POSITIONS WITH U N E S C O AND I L O AVAILABLE

Information recently received on campus points out that there are a number of positions available to qualified American educators for overseas assignments through UNESCO and the International Labor Office. The information, from the International Organizations Recruitment Office of the United States Office of Education, points out that these two agencies are continually looking for personnel in the fields of technical and vocational education and teacher training.

Additional information on both the overall programs of UNESCO and ILO and the specific details of the positions available may be obtained by contacting Howard West, acting director of international education, Room 133, Administration Building.

DEADLINE FOR ARTICLES APPEARING IN NEXT WEEK'S STAFF BULLETIN IS FRIDAY NOON



### COURSE IN INTERNATIONAL AGRICULTURAL MECHANICS SCHEDULED

A course in international agricultural mechanics will be introduced by the Agricultural Engineering Department when the Winter Quarter opens early next month. The course will discuss the various motive powers - from human and water buffalo to combustion engines - and the types of implements which match these varied power sources.

Tung Liang, a native of Taiwan and a new member of that department's faculty, will be instructor for the course designed to help students who might be engaged in overseas agriculture through Peace Corps or Agency for International Development programs or through private industry.

### FULBRIGHT-HAYS AWARDS FOR OVERSEAS FACULTY POSITIONS ANNOUNCED

A bulletin of the United States government's educational exchange program lists some 50 lectureships available in many disciplines for 1968-69 at institutions of higher learning in Europe, Asia, Africa, the Middle East, and Latin America. English is the language of instruction except for positions in Latin America which require fluency in Spanish. Information regarding eligibility requirements and terms of the awards, as well as the bulletin, itself, can be obtained at the office of the faculty Fulbright advisor, Mrs. Mary Blaine, in the Temporary College Union Building.

### POLICY AND PROCEDURES ON LEAVES REVISED

President Robert E. Kennedy has issued Administrative Bulletin 67-14 entitled "Interim Policy and Procedure Statement on Leaves With and Without Pay" which revises policy and procedures in these matters. The term "interim" has been used in the title because it is believed it would be appropriate for the various schools, divisions, and the Faculty-Staff Council to consider in the future a total re-evaluation of the college's policy and procedures applicable to leaves.

Because the Office of the Chancellor of the California State Colleges has stated that leaves with pay requiring the completion of two, three, or four consecutive academic years of service as an eligibility requirement will probably not be funded in 1968-69, a policy and procedure statement applicable to such leaves has not been included in the revised materials.

Highlights of significant items contained in the "Interim Policy and Procedure Statement on Leaves With and Without Pay" include the following:

1. The deans of the schools are authorized to determine that a leave without pay for one year or less may count towards eligibility for leave with pay and tenure.
2. The deans of the schools are assigned the responsibility for assuring and certifying that the number of leaves granted in any one quarter or year are not so great in any one department or school as to disrupt the continued and regular course offerings, etc.
3. The Academic Vice President is delegated authority to approve leaves with pay and authority to waive the requisite bond requirement.

(Continued on Page 6)



### STATE COLLEGE INTERNATIONAL PROGRAMS SEEK RESIDENT DIRECTORS

The Office of International Programs of the California State Colleges currently is accepting applications for the positions of resident director in France, Germany, Spain, and Sweden for the 1968-69 academic year. Resident directors are appointed for one academic year with the possibility of renewal for a second year. They receive their regular on-campus salary, round trip transportation, and a partial housing allowance.

Applications for the positions should be submitted by January 15 and appointments will be announced by February 15. The job description for the resident director positions and directions for making application may be examined in the office of Academic Vice President Dale W. Andrews.

### POLICY AND PROCEDURES ON LEAVES REVISED (Continued from Page 5)

4. A statement reiterates that the deans of the schools may appoint full-time replacements or equivalent part-time replacements for individuals granted leaves with pay and confirms that the appointment of a replacement may be either as a lecturer or on a regular rank and class basis depending on whether or not in the judgment of the school dean it appears that there will be a continuing need for the services of the individual serving as the replacement.
5. Establishes a submission date for an application for leave with pay of October 20 of the college year preceding that in which the leave would be taken.
6. Provides in the case of leaves with and without pay for consultation by the department head with tenured members of the departmental faculty and for a recommendation by the department head.
7. Changes the form of the application for a leave with or without pay.
8. Provides for interviews of applicants in the case of leaves with pay by a committee of the Academic Council consisting of the Academic Vice President, deans of the schools, and the chairman of the Faculty Personnel Committee or his designee.
9. Assigns to the Academic Council Committee which interviews the applicants the role of developing a college-wide priority list in the case of leaves with pay.
10. Establishes a new calendar for processing leaves with pay applications of October 20 through January 5.
11. Authorizes department heads in the case of personnel under their supervision authority to grant leaves without pay not to exceed 15 working days. Authorizes division heads and deans of schools to grant such leaves for department heads.
12. Authorizes division heads and deans of schools to grant leaves without pay in excess of 15 days and not to exceed two years.
13. Eliminates the deadline for submission of leaves without pay.

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WHO . . . WHAT . . . WHEN . . . WHERE ? ? ?

William R. Troutner, on leave from Crops as a member of the Cal Poly/AID team in Guatemala, has teamed up with a member of that nation's Ministry of Agriculture staff to make his talents available to fruit and vegetable farmers in that Latin American nation. Troutner and his co-worker are directing much of their efforts toward instruction on standards and containers, establishment of common collection points, and improvement of village market situations.

Maj. George L. Silva, Military Science, is a new member of that department's faculty. He replaces Lt. Col. George R. Davies who retired from active military service during the summer and is presently an admissions officer on the staff of the Student Personnel Division. Maj. Silva returned early this fall from Vietiane, Laos, where he served in the office of the Army Attache of the American Embassy.

Wallace Glidden, Veterinary Science, attended meetings of the California Veterinary Medical Association's Animal Technology Study Committee, November 26, in San Francisco. Medical research programs involving the use of large and small animals were discussed in conjunction with curricular planning designed to train personnel for positions in medical research centers located in major universities. Committee members represented the American and California Veterinary Medical Associations and the School of Medicine and Veterinary Medicine of the University of California.

John R. Healey, head of Journalism and Mrs. Helen Coburn, also Journalism, judged the picture story entries for the annual competition of the Wyoming Press Association last weekend. The photographs entered were submitted to the Journalism Department and judged on campus.

Walter P. Schroeder, head of Education, has been appointed a member of the Administrative Policies Commission by the Board of Governors of the California Association of School Administrators. James H. Corson, executive secretary of CASA, said that Dr. Schroeder's views on the interests of the Departments of Education of the California State Colleges were particularly desired. His appointment to the state-wide committee is for four years.

Volmar Folsom, Mathematics, has been appointed acting head of that department according to Clyde P. Fisher, dean of the School of Applied Sciences. Folsom's appointment to the post is for the Winter and Spring Quarters during the sabbatical leave of Milo E. Whitson, head of the department. Dr. Fisher said that appointment of Folsom to the post followed the recommendation of tenured members of the faculty of the Mathematics Department. A member of the Cal Poly faculty since 1946, the new acting department head was director of relations with schools for the college from 1964 to 1966.

John P. Riebel, an emeritus member of the Cal Poly faculty and former member of the English and Speech Department faculty who retired earlier this year, has returned to his home in San Luis Obispo after having been involved in an automobile accident near Taft early in November. Both Riebel and his wife, Lucy, who was also injured in the accident, are well on their road to recovery.

J. Phillip Bromley, on leave from the college administrative staff as a member of the Cal Poly/AID team in Guatemala, writes that the Mobile School developed as a pilot project in rural education under his leadership, began operation October 24. Twenty-five students from that nation's Lake Izabel region were involved in the initial three-day session which included classes on soils, plant growth, fertilizers, and rubber grafting.



HOLIDAY SCHEDULE FOR "STAFF BULLETIN" LISTED

"Staff Bulletin" begins its annual Christmas holiday after publication of next week's issue on Tuesday (December 12). The schedule calls for the initial issue of the Winter Quarter to be published on January 9. Deadline for receipt of copy intended for that edition in the Public Information Office, Room 210, Administration Building, will be 12:00 noon, January 5.

ATTENTION TO NEW S A M AMMENDMENT INVITED

College Business Manager Donald S. Nelson has invited the attention of members of the campus faculty and staff to a new amendment to the State Administrative Manual covering the reporting of accidents involving privately-owned and rented vehicles being used on state business. Received on campus last week, the new policy is already in force. It reads:

"PRIVATELY-OWNED VEHICLE AND RENTED VEHICLE ACCIDENT REPORTING (New 11/67)

"Standard Form 270 will be used to report accidents involving privately-owned vehicles or rented vehicles being driven on state business. The report will clearly indicate 'privately-owned vehicle involved' to distinguish it from a state-owned vehicle accident. This report is separate and additional to the report transmitted by the employee to his own insurance company."

Nelson said the following procedure is now prescribed and is to be also used for accidents involving privately owned or rented vehicles used on state business:

"Form 270 must be completed and submitted within 48 hours when a state vehicle receives damages in excess of \$20 resulting from an accident, and in all cases where the person or property of others may be injured through the use or operation of a state vehicle, whether or not there is actual physical impact or damage to the state vehicle.

"Accidents involving state vehicles which result in any injury to other persons or serious damage to their property, will be reported immediately to the state's insurance company . . . . This should be done as promptly as possible, usually before Form 270 is submitted.

"The immediate supervisor who authorized or permitted the employee to use the vehicle will be sure the employee completes the 'Report of Accident' and will inform the insurance company when necessary.

"In the event the employee is unable to complete the Form 270, the supervisor will do this for him."

In concluding his remarks, the college business manager said the Auto Shop on campus has a supply of the Form 270 and will be happy to assist members of the faculty and staff who desire it with completion of the necessary information.

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